



Safety systems
and processes

Drug and Alcohol Policy

Metromix is committed to having a culture characterised by:

- A commitment to our safety objective of “safety first” which delivers zero harm.
- We will be proactive in safety, personal health, well-being, and environmental management.
- A climate in which people are willing to report safety hazards, incidents and near misses.
- An atmosphere of trust in which people are encouraged and rewarded for communicating essential safety related information.
- Providing its employees, visitors and contractors a safe and healthy environment to work in. To align to this we have our “[Metrofit Policies](#)” setting out the process for Drug & Alcohol, [Fatigue Management](#), [Medical Examinations](#), [Health and Well-being](#) and [Employee Assistance Program](#).

DRUG AND ALCOHOL POLICY

1. PURPOSE

- 1.1 The purpose of Drug and Alcohol Policy is to reduce the risks of incidents occurring as a result of drug and alcohol use.

2. SCOPE

- 2.1 This Drug and Alcohol Policy applies to all Workplace Participants of Metromix including management.
- 2.2 The Drug and Alcohol Policy does not form part of any employee’s contract of employment, nor does it form part of any contractor’s contract for services.

3. DRUG AND ALCOHOL POLICY

- 3.1 Metromix has obligations under Work Health and Safety legislation to, as far as is reasonably practicable, ensure the safety and health of all people associated with its operations and those of its clients.
- 3.2 A key aspect of meeting those obligations is the implementation of a sound and practical Drug and Alcohol Policy.
- 3.3 It is recognised that the use of drugs and alcohol by a Workplace Participant, can lead to major deficiencies in an individual’s work performance and can be a contributing factor in industrial accidents, driving accidents and road fatalities.
- 3.4 For this reason, Metromix has a **ZERO TOLERANCE** approach to breaches of the Drug and Alcohol Policy. If a Workplace Participant is found to be in breach of this Drug and Alcohol Policy the likely outcome, but for exceptional circumstances, will be the termination of a Workplace Participant’s employment or contract for services.

4. PRESCRIPTION AND OVER-THE-COUNTER DRUGS

- 4.1 Where a Workplace Participant is taking prescription or pharmacy drugs that contain a warning that the person should not drive a vehicle or operate machinery, then that Workplace Participant must not drive a Metromix vehicle or any vehicle, or operate machinery unless:



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- (a) Contrary specific medical advice is obtained and confirmed in writing (with a copy provided to Metromix), from the Workplace Participant's medical practitioner; and
- (b) the Workplace Participant's manager is notified that the Workplace Participant is taking the prescription or pharmacy drugs and express approval is obtained for the Workplace Participant to continue to operate the vehicle or machinery.

4.2 If a Workplace Participant is taking prescription or pharmacy drugs and suspects or ought to reasonably suspect that their ability to safely drive a vehicle or operate machinery is affected, the Workplace Participant must not drive a Metromix vehicle, or any vehicle, or operate machinery and must notify their manager or supervisor immediately.

5. DEFINITIONS

5.1 The following definitions are used only in the Drug and Alcohol Policy.

'Alcohol screen test' - means any analytical procedure or test which is carried out on a Workplace Participant to determine the presence and/or the concentration alcohol (including but not limited to a breath test, urine sample, oral swab and blood test).

'Authorised Officer' - means a suitably trained, qualified and authorised person from an independent testing agency or a suitably trained, qualified and authorised person appointed by Metromix for the purposes of undertaking or arranging an alcohol screen test and/or drug screen test.

'Confirmatory test' - means any analytical procedure or test which is undertaken subsequent to a first alcohol screen test or drug screen test, which is used to verify the presence of drugs or alcohol. This may include, but is not limited to the following:

- a test applied to a second sample of a Workplace Participant's urine;
- a test applied to any oral swab taken from a Workplace Participant;
- a second breath test;
- analysis of a Workplace Participant's blood.

'Drug screen test' - means any analytical procedure or test which is carried out on a Workplace Participant to determine the presence and/or the concentration of any drug (including but not limited to a breath test, urine sample, oral swab and blood test).

'Sample' - in relation to urine, includes, if the sample is divided into portions, a portion of the sample.

6. DRUG TESTING LIMITS

- 6.1 It is prohibited for a Workplace Participant to present for work or perform any work whilst the Workplace Participant has a blood alcohol content greater than **0.00 mg/100mL**.
- 6.2 It is prohibited for a Workplace Participant to present for work or perform any work whilst the Workplace Participant has in his or her system the presence of the following substances at or above the Australian Standards Cut-Off Levels prescribed below:



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	Initial screening level (on site)	GCMS Secondary Test (Laboratory positive cut off level)
Marijuana/Tetrahydrocannabinol(THC)	50ng/ml	15 ng/ml
Opiates / Morphine	300ng/ml	300ng/ml
Cocaine / Benzoylcegonine	300ng/ml	150ng/ml
Amphetamine	300ng/ml	300ng/ml
Benzodiazopine	200ng/ml	200ng/ml
Methamphetamine	300ng/ml	300ng/ml

7. DRUG AND ALCOHOL TESTING

7.1 Metromix may require Workplace Participants to undergo testing for the presence of drugs or alcohol in the following circumstances, with or without, prior notice:

Causal based

1. If Metromix suspects, on reasonable grounds, that a Workplace Participant is under the influence of drugs or alcohol in breach of the Drug and Alcohol Policy.
2. Upon finding evidence that a Workplace Participant has used, possessed, sold, purchased, solicited or transferred drugs whilst in the workplace or while on Metromix's property.
3. Where Metromix finds drugs or alcohol in the workplace.
4. Upon receipt of a report of drug or alcohol use, provided by a reliable and credible source and confirmed by investigation, in breach of the Drug and Alcohol Policy.
5. Upon obtaining evidence that a Workplace Participant has interfered with, tampered with, falsified or destroyed an alcohol screen test or drug screen test.
6. Where a Workplace Participant has previously received a positive alcohol screen test or drug screen test and has refused to undergo a confirmatory test, he/she shall be required to undergo subsequent testing.
7. Where a Workplace Participant has previously received a confirmatory test result confirming the use of Illegal Drugs or alcohol in breach of the Drug and Alcohol Policy, he/she shall be required to undergo subsequent testing.
8. Where a Workplace Participant notifies Metromix that he/she has a drug or alcohol problem.



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9. Where a Workplace Participant is taking prescription or pharmacy drugs which may affect their ability to perform the duties and responsibilities of their position in an efficient, competent and safe manner, without risk to the health, welfare or safety of the Workplace Participant, or others in the workplace.

Targeted testing

7.2 Targeted testing can take place where:

- (a) a Workplace Participant has returned a positive Alcohol screen test, or a Drug screen test, or a Confirmatory test in the last 12 months; or
- (b) a Workplace Participant has refused to undergo an Alcohol screen test, or a Drug screen test, or a Confirmatory test; or
- (c) a Workplace Participant performs work in which the use of drugs or alcohol by that Workplace Participant in carrying out their duties and responsibilities would pose an increased risk to health and safety of that Workplace Participant and others in the workplace.

7.3 Targeted testing may be conducted at Metromix's discretion and without advanced notice.

Post incident or near-miss

7.4 Where the investigation of an incident or near-miss determines that the Workplace Participant's actions may have been impaired due to the use of drugs or alcohol, or the Workplace Participant was under the influence of drugs or alcohol.

Random testing

7.5 When a Workplace Participant, or group of Workplace Participants are randomly selected by Metromix or an authorised officer to undergo a drug screen test and/or alcohol screen test.

7.6 A Workplace Participant who is required to undertake a drug screen test and/or alcohol screen test will be required to sign a consent form before taking a drug screen test and/or alcohol screen test.

Use of information

7.7 In circumstances where a Workplace Participant:

- (a) refuses to provide a signed consent form (as contemplated in 7.5);
- (b) refuses to undergo a drug screen test and/or alcohol screen test;
- (c) provides false information during or in connection with a drug screen test and/or alcohol screen test;

action may be taken against the Workplace Participant, including 'Disciplinary Action' as set out below.



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Refusal to undergo testing

- 7.8 A refusal to undergo a drug screen test and/or alcohol screen test or providing false information during such a test constitutes a breach of the Drug and Alcohol Policy and may result in action being taken against the Workplace Participant, including action as set out below under 'Disciplinary Action'.

8. DISCIPLINARY ACTION

- 8.1 Workplace Participants must comply with the Drug and Alcohol Policy at all times.
- 8.2 If a Workplace Participant is found to have breached the Drug and Alcohol Policy, the Workplace Participant will be subject to disciplinary action which will, in the vast majority of cases, result in termination. If exceptional circumstances arise, Metromix may implement disciplinary action other than termination, which might include:
- performance counselling;
 - a formal warning;
 - breach notice (if applicable or relevant);
 - suspension; or
 - referral for counselling, treatment or rehabilitation for drug or alcohol dependency.
- 8.3 Agents or contractors (including temporary contractors) of Metromix who are found to have breached the Drug and Alcohol Policy may have their contracts with Metromix terminated, or not renewed.

In circumstances where a Workplace Participant's behaviour or conduct may involve a breach of any Australian law, Metromix may notify the police or other relevant government authority.

9. DRUG AND ALCOHOL REHABILITATION

- 9.1 Metromix recognises drug and alcohol dependency as treatable conditions. Metromix has an Individual Assistance Programme which provides a professional counselling service. Workplace Participant's who feel they have a problem are encouraged to seek the assistance of their Manager or the Risk Manager. Information will be kept in strict confidence.

10. CONFIDENTIALITY AND PRIVACY

- 10.1 Metromix views privacy seriously however it is fundamental to the success of this programme that management administer this programme. This entails organising Workplace Participant's to be tested and managing non negative results as per the agreements in this document.
- 10.2 The testing company will discuss their results with the manager. The tester will communicate with the Risk Manager regarding all non-negative results. However if there is a safety issue the tester must inform the manager.
- 10.3 Where a Workplace Participant records a positive result to a random test then this result is only known by the person administering the test, the Workplace Participant, their Manager and Risk Manager.



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- 10.4 Workplace Participant's who do record a positive result are urged to keep the matter to themselves and not indulge in discussions about the matter with fellow workmates. This will prevent rumours and distortion.

Metromix respects the interests of the community and will regularly review its operations and performance to ensure compliance with its statutory requirements and support continuous improvement. It is recognised, that consultation with employees, contractors, suppliers, customers and the community is fundamental to Metromix's success.

GLENN SIMPKIN
GENERAL MANAGER

5th May 2020